



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

NOTICE

Procedures for Requesting a Social Security Number

The Office of Foreign Missions (OFM) and the Social Security Administration (SSA) manage a program to assist certain foreign mission staff and their families in obtaining Social Security Numbers (SSNs). Eligible foreign nationals who wish to obtain a Social Security number must fill out the necessary form and present proper documentation in person to an SSA officer for processing as follows:

- 1. OFM Customer Service Center, 3507 International Place, NW, Washington, DC
Last Thursday of each month, 9-11 a.m.**

An SSA officer will process requests on a walk-in basis, first come first served.

- 2. SSA, 2100 M Street, NW, Washington, DC -- Every Thursday, 10 a.m.-12 p.m.**

To reserve a 30-minute appointment during this window, e-mail OFMSocialSecurity@state.gov with the following information: (a) preferred dates (Thursdays only) and times (10, 10:30, 11, or 11:30 a.m.), (b) name, (c) PID number, (d) mission, and (e) phone number. Please provide multiple options for appointment dates/times. OFM will confirm the date and time of the appointment by e-mail.

- 3. SSA (2100 M Street, NW, Washington, DC or any local SSA office)**

If an appointment is not available at the preferred time, the individual may walk in to the SSA office at any time.

Eligibility Requirements

An eligible applicant must have entered the United States on one of the visas listed below. The applicant must be a principal diplomatic agent or a dependent with work authorization (I-766 from USCIS). No other persons may apply for a Social Security Number under this program. It is mandatory that the following original items be available during your appointment:

- Valid Passport
- Valid U.S. Visa (A or G)
- Copy of Form I-94
- Completed Form SS-5, Application for Social Security Card - <http://www.ssa.gov/online/ss-5.pdf>.

What if I do not receive my card within two months?

All inquiries regarding Social Security numbers and cards should be addressed directly to the SSA. The SSA can be contacted at 1-800-772-1213 or through their website at <http://www.ssa.gov>.